

#### UNITED STATES MARINE CORPS

# MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE PSC BOX 2,0005 CAMP LEJEUNE NC 28542-0005

Canc: Jan 2017

MCIEAST-MCB CAMLEJBul 5214

G-1/ADJ 16 JAN 2016

# MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE BULLETIN 5214

From: Commanding General To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM ANNUAL

CHECKLIST

Ref: (a) SECNAV M-5214.1

(b) MCO 5214.2F

(c) MCIEAST-MCB CAMLEJO 5214.1

Encl: (1) Checklist of Current MCIEAST-MCB CAMLEJ Reports

(2) Checklist of Cancelled MCIEAST-MCB CAMLEJ Reports

- 1. <u>Purpose</u>. To publish a listing of current and cancelled command reports per references (a) through (c).
- 2. <u>Background</u>. Each department shall provide for continuing analysis, review, and control of all reports originated or sponsored by this command to improve the content and format of necessary reports, control the creation of new reports, and to eliminate unnecessary ones.

#### 3. Action

## a. Commander's Intent and Concept of Operations

- (1) <u>Commander's Intent</u>. Establish the guidelines for update and submission of all Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) reports.
- (2) <u>Concept of Operations</u>. Department heads shall regularly review the MCIEAST-MCB CAMLEJ reports they sponsor for currency and relevance. Obsolete reports will be cancelled.
- b. <u>Subordinate Element Missions</u>. Follow and comply with this Bulletin.
- c. <u>Coordinating Instructions</u>. All new MCIEAST-MCB CAMLEJ reports and requests for changes to current reports must be routed through the MCIEAST-MCB CAMLEJ Adjutant.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

- (1) This Bulletin is canceled upon receipt of the next consolidated annual checklist.
- (2) For further assistance contact the MCIEAST-MCB CAMLEJ Reports Management Coordinator at commercial (910) 450-7154 or DSN 750-7154.
- 4. Reserve Applicability. This Bulletin is applicable to all personnel assigned to Headquarters MCIEAST-MCB CAMLEJ.

R. M. C. ASHBAY By direction

DISTRIBUTION: A/B

Sponsor	Report Control Symbo	1 Title	Frequency
		Continuous Progress	
3PO	MC-11000-12	Improvement Reporting	A
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	DD-4860-03	Activities (CA)	A
PO	DD-4000-10 EXCELUBI DE	Inventory Report	
IPO	DC1 (0) 1542	Managament Information	A
	DD-4860-08	Cost Study Status	A
3PO		Reports	···
		Decision Notification	
	DD-4860-07	Summary: Results of	A
3PO		Cost Comparisons	
		Decision Summary for	
_	DD-4860-09	Contract Commercial	A
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	5.0	Decision Summary for In-	
	DD-4860-06	house Commercial	A
BPO		Activities Reviews	
		Direct Conversion of	
		Commercial Activities	
	DD-4860-11	Performed by 10 or fewer	A gg
		Civilian Employees	
PO		androles	FIT
		Direct Conversion of	
	DD 4050 10	Commercial Activities	
	DD-4860_12	Performed by 11-45	A
3P0		Civilian Employees	
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НАР	DN-1730-05	Denominational Report	A
HAP	DN-1730-05	Departmental Reports	A
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		Financial Discolsure	
HAP	DN-1730-05	Report	A
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HAP	DN-1730-05	Flash Obligation Report	A
CHAP	DN-1730-05	Local Procurement Status Report	A
НАР	DN-1730-05		
AMP	DN-1730-05	Command Religious	<u> </u>
НАР	DN-1730-05	Monthly/Annual	
HAP	DN-1730-05	Attendance Report	<u> </u>
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HAP	DN-1730-05	(ROF)	D D
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CIG	MCIEAST-MCB CAMLEJ-1640- 01	Results of Hearing Report	AR
CIG	MCIEAST-MCB CAMLEJ 5500.5-1	Summary of Hearing Report	AR
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COMPT	DD-5200-05 RFR	Annual Certification Report	A
COMPT	DD-5200-05 RFR	Annual Family Housing Budget Data Call	A
COMPT	DD-5200-05 RFR	Bank reconcilidation of Chaplain's Religious Offering Funds	м
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COMPT	MC-11101-02	Justification of Reverted Balance	A
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G-F	11300.1-01	Building Manager Report	. A
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G-F	DD-5090-07	Report (CCPCUA)	A

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		Application Annual	
G-F	DD-5090-07	Report	A
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G-F	DD-5090-04	Evaluation Report	A
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G-F	DD-5090-10	Report	A
	MCIEAST-MCB CAMLEJ-		
G-F	5090.115-02	Hunting Accident Report	AR
		Lead and Copper Data in	
G-F	DD-5090-06	Drinking Water Systems	A
	MCIEAST-MCB CAMLEJ-	Monthly BACT Report-	
G-F	5090.16-04a	Drinking Water Report	M
	MCIEAST-MCB CAMLEJ-	Monthly BACT Report-DWR	
G-F	5090.16-04f	Reports	M
	MCIEAST-MCB CAMLEJ-	Monthly BACT Report-	
G-F	5090.16-04b	Quality Monitoring	М
	MCIEAST-MCB CAMLEJ-	Monthly BACT Report-	
G-F	5090.16-04e	Regulatory Reports	
		Monthly BACT Report-	
	MCIEAST-MCB CAMLEJ-	Required Reports by DWR	
G-F	5090.16-04d	and NCDENR	M
	MCIEAST-MCB CAMLEJ-	Monthly BACT Report-	
G-F	5090.16-04c	Routine Reports	М
		Monthly BACT Report-	20
	MCIEAST-MCB CAMLEJ-	State and Federal Report	
G-F	5090.16-04g	on Detection	М
	100	Monthly Static and	
	MCIEAST-MCB CAMLEJ-	Pumping Levels Usage	
G-F	5090.16-01	Report	M
		National Pollutant	<del></del>
		Discharge Elimination	
G-F	DD-5090-07	System (NPDES) Report	A
	MCIEAST-MCB CAMLEJ-	NCDENR Notification-	
G-F	5090.16-05	Repairs and Construction	A

<u> </u>		Notice of Violation	
G-F	DD-5090-04	Response Letter	AR
G-F	DD-5090-04	Operational Report	A
		Phase I Storm Water	
G-F	DD-5090-06	Annual report	A
G-F	DD-11014-01	Repair and Maintenance of MCCS Buildings	A
G-F	ЕХЕМРТ	Request for Environmental Impact Review (REIR)	AR
G-F	DD-5090-10	Resource Conservation and Recovery Section (RCRS) Pollution Abatement Service Ticket	AR
G-F	DD-5090-04	River Report	A
G-F	MCIEAST-MCB CAMLEJ- 5090.16-03	Routine Inspection of Drinking Water Distribution Systems	м
_		Solid Waste Management	
G-F	DD-5090-03	Plan (SWMP) Prevention Annual Data	A
G-F	DD-5090-03		A
G-F	DD-5090-04	Special Airport Depredation Permit	A
		Special Depredation Permit and	
G-F	DD-5090-04	Possession/Salvage	A
		Title V Permit Required	
G-F	DD-5090-07	Reports	A
G-F	DD-5090-04	Toxicity Report	A
G-F	MCIEAST-MCB CAMLEJ- 5090.115-03	The same of the sa	. 2
G-F	DD-5090-10	Trapping Report Unit Level Spill	A AR
	DD-3090-10	Utilities Cost Analysis	
G-F	MC-7310-24	Report	Α
	MCIEAST-MCB CAMLEJ-		
<u>G-</u> P	5090.16-02	Water Line Break Report	AR
G-F	DD-5090-06	Water Usage Report	A
HQSPTBN	MC-1040-02	Enlisted Career Retention Report	AR
		Annual General Library	7 %
MCCS	MC-1560-21	Report	D
MCCS	EXEMPT	Cash Controls for Change	D
		Cash Controls for Petty	
MCCS	EXEMPT	Cash Fund	D
MCCS	EXEMPT	Cash Shortage/Overage Discrepancy Report	Þ
MCCS	DD-1752-03	Child/Spouse Abuse Incident Report	D 👸
		Data Call for Food and	· · · · · · · · · · · · · · · · · · ·
MCCS	EXEMPT	Hospitality Division	D
MCCS	DN-5300-03	Semper Fit Sports Branch Reports	A
MCCS	DD-FM&P(SA)2052	DoD Maltreatment and Domestice Abuse Incident Report	AR
	II	DoD Morale, Welfare, and Recreations General Library Core Standards	
MCCS	DD-1560-05	Report	A

		Family Advocacy Report	
	DD-1752-02	of Death/Serious Injury	AR A
MCCS		Greivance Findings	
MCCS	EXEMPT	Report	AR
		Institutional Child	
	DD 1350 01	Abuse and Neglect	,
	DD-1752-01	Report/Extra-Familial Child Sexual Abuse or	A
MCCS		Neglect Report	
		Lifelong Learning	(4)
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MCCS	DD-1560-03	Report	A
		Marine Corps Family	
	DD-1752-04	Advocacy Progam Fiscal	A
MCCS		Year Program and Review	
MCCS	DD-11014-01	Marketing Report	A
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	MCIEAST-MCB CAMLEJ-7010-	MCCS Cival Recovery of Cost Associated with	
MCCS	01	Shoplifting	AR
	MCIEAST-MCB CAMLEJ-		
MCCS	1746.14-03	Minority Report	A
		Missing, Lost, Stolen,	
масс	DD-4340-03	Recovered Government Property Report	AR
MCCS	DD-4340-01	Mongomery GI Bill	AR
MCCS	DD-1560-02	Enrollment Report	A
		Notification of Child	
MCCS	DD-1710-02	Illness	AR
MCCS	MC-1740-02	Personal Services Quarterly Summary Report	A
11000	110-27-30-02	gentectly behindly hepote	4.6
		Personnel Classification	
MCCS		Test Scores Report	A 22
		Quarterly Voluntary	
MCCS	MC-1560-03	Education Center Activity Report	A
MCCS	MC-1360-03	Relocation Assistance	<u> </u>
	DFD-1754-02	Program (RAP) Quaterly	A
MCCS		Report	
	MCIEAST-MCB CAMLEJ-	Report of Constitution	
MCCS	1746.14-02	or House Rules	A
MCCS	DD-4340-01	Report of Lost or Damages MCCS Property	A
MCCS	EXEMPT	Food Courts, Mobile	D
MCCS	DD-5200-05	Reports for the Clubs	M
·		Request for MCCS TAD	
MCCS	EXEMPT	Orders	AR
	(*)	SACO Needs	
MCCS	DN-5300-03	Assessment/Climate Survey	A
MCCS	EXEMPT	Special Check Request	A
		Accurate Managing of	
MCCS	DD-5200-05	MCCS Expenses	A

DD 5300 00	Hiring and of New Employees, Training Existing Personnel,	
DB-5300-03	Repair and Maintenance	A
DD-11014-01	of MCCS Buildings	A
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DD-P&R (Q) 1927	Transition Assistance Management Program (TAMP) Quarterly Report	Q
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	Youth Sports Participant	AR
MCIEAST-MCB CAMLEJ-6240-	Preventive Medicine Authority Inspection Report	A
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DN-5214-01	Monthly Mileage Report	A
DN-5214-01	Weekly Public Affairs Report	W
MC-5100-06	Allegations of Reprisal Report	AR
MC-5750-06	Annual Reviews	A
	Annual Survey of Occupational Injured and Illness	A
		AR
MC-5100-05	1	A
MC-5100-05	Incident Report	AR
FECA-A19-D008	Charge Back year Data Report-FECA Report	A
MC-5100-05	Child Development Center Inspection Report	A
EXEMPT	1	AR
DD 5102 01	Climbing Towers Defects	A
EXEMPT .	Command Inspector	AR
DD-5090-04	Compliance Report- Respriator Stand Down	A
DD-5090-04	Compressor Breathing Air Quality Report	A
	Confined Space Entry	
	1 -	A A
MC-3100-03	Deficiencies Report	A
MC-5100-08	Deficiency Notice	A
MC-5102-01	Course Records	А
EXEMPT	Equipment Deficiency Report	A
MC-5100-05	Ergonomics	A
	EXEMPT  DD-P&R (Q) 1927  EXEMPT  DN-5300-03  MCIEAST-MCB CAMLEJ-6240-010  DD-5200-05  DN-5214-01  MC-5100-06  MC-5750-06  MC-5750-06  MC-5100-05  MC-5100-05  EXEMPT  DD-5090-04  DD-5090-04  MC-5100-05  MC-5100-05	Employees, Training Existing Personnel, Employee Relations  Repair and Maintenance of MCCS Buildings  Selling of Goods and Services to Marines, Sailors, Retirees, and Dependents  DD-94R (Q) 1927  Transition Assistance Management Program (TAMP) Quarterly Report (TAMP) Quarterly Inspection Report (TAMP) Quarterly Report

		Explosive and Range	
SAFETY	MC-5100-05	Safety Program	A
SAFETY	MC-5100-05	First Aid Kit	A
		Flash Reports, Mishap Safety Investigation, Unsafe Working	
SAFETY	DD-5102-02	Conditions Reports	A
SAFETY	MC-5100-08	Formal Inspection Reports	A
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SAFETY	DD-5090-03	Hazardous Materials Information Reporting System	i A
SAFETY		Health Inspections Report	
SAFETY	DD-5102-01 MC-5231-02	Incident Report	AR AR
on all	MC-3231-02	Incident Report-Blood	AR
SAFETY	MC-5100-05	Borne Pathogen	AR
SAFETY	MC-5100-05	Industrial Hygiene	A
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SAFETY SAFETY	EXEMPT MC-5100-05	Inventory Report  Job Hazard Analysis	A AR
SAFETY	MC-5100-05	Laser Safety	AR
SAFETY	MC-5100-05	Lead Safety Program	A
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SAFETY	MC-5100-05	Load Test Procedure Report (Crane)	A 22
		Lockout/Tag Out Energy	
SAFETY	MC-5100-08	Control Program	A
SAFETY	MC-5100-08	Lockout/Tag Out Mishap Report	AR
SAFETY	MC-5100-08	Lockout/Tag Out Program Evaluation	A
SAFETY	MC-5100-08	Medical Surveillance Program Deficiencies Report	AR
SAFETY	DD-5102-02	Mishap Report	AR
SAFETY	DD-5102-02	Mishap Reports Under WSIS	AR AR
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SAPETY	MC-5100-05	Motor Vehicle Mishap Prevention Program Training Report	A
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SAFETY	MC-5100-05	Motorcycle Safety Course	А
SAFETY	DD-5102-01	Motorcycle Safety Foundation Schedule	А
SAFETY	DD-5102-01	Motorcycle Voucher Database	A
SAFETY	EXEMPT	NAVMED Situational & Annual Report	A
SAFETY	EXEMPT	Near Miss	AR
SAFETY	MC-5100-05	Occupational Safety and Health Program "Training"	
unstill	PRC-3100-05	I ITATHING"	A

SAFETY	MC-5750-06	Off Duty/Recreation Safety Program	A
SAFETY	EXEMPT	Operational Reports\Event/Incident (OPREP-3)	AR
SAFETY	MC-5102-01	OSHA 10 & Training Course Rosters	А
SAFETY	MC-5100-05	Personal Protective Equipment (PPE) Training	A
SAFETY	DD-5102-01	Personnel Reports of Unsafe or Unhealthy Working Conditions	AR
SAFETY	MC-5100-05	Physical Risk Factor Report	A
SAFETY	MC-5100-05	Potential Exposure Report-Blood Borne Pathogen	AR
SAFETY	MC-5100-05	Protective Equipment	A 🐖
SAFETY	MC-5102-01	Quarterly Safety Report	0
ant at 1	PIC-3102-01	Radiation Safety Office Incident Report	21
SAFETY	MC-5102-01	Checklist	A
SAFETY	DD-5090-04	Radiation Safety Program	A
SAFETY	DD-5090-03	Training Records	A
SAFETY	EXEMPT	Radiation Survey	A
SAFETY	DD-5090-04	Radio Frequency Radiation	A
SAPETY	MC-5100-05	Remedial Driver Training	A
SAFETY	DD-5102-01	Report of Unsafe/Unhealthy Working Conditions	AR
SAFETY	EXEMPT	Reports of Accidents & Incidents	A
SAFETY	ЕХЕМРТ	Reports of Corrective Action	A
SAFETY	MC-5100-0B	Risk Management-ORM Report	A
		Safety and Health Inspection Report for	
SAFETY	MC-5102-01	Recreational Activities	A
SAFETY SAFETY	MC-5100-08 MC-5100-05	Safety Inspections Safety Report	A A
unf Bii	MC-3100-03	Safety Education and Training-Safety	A N
SAFETY	MC-5100-05	Prevention Program	A
SAFETY	MC-5100-0B	Summary Reports (ESAMS)	A
SAFETY	MC-5100-08	Training Report (MSDS)	A
SAFETY	MC-5100-05 MC-5102-01	Trend Report User Incident Reporting Worksheet	AR
SAFETY	MC-5100-05	Warrior Preservation Status Report (WPSR)	A
SES	DD-5720-25	Administrative Daily Statistics	D

		<u></u>	<u> </u>
	MCIEAST-MCB CAMLEJ-5822-	Barracks Larceny Countermeasure	
SES	02	Corrective Action Report	AR
SES	DD-5102-01	Blotter Entries	D
	MCIEAST-MCB CAMLEJ-5500-		
SES	05	Bomb Threat Call Report	AR
SES	DD-5800-09	Change of Status	A
			<del> </del>
SES	DD-5800-09	Civil Case Court Reports	AR
SES	DD-5200-05	CORMIS	A
SES	DD-5102-01	CO's Briefing Book	М
	COS-1640-03	Court-Martial Progress	AR
SES	COS-1640-03	report	AR
SES	COS-1640-01	Courts Martial Order	A
	MCIEAST-MCB CAMLEJ-5822+	Crime Prevention After	
SES	03	Action Report	AR
	MCIEAST-MCB CAMLEJ-5822-		35
SES	01	Crime Prevention Survey	Α
SES	06	for Businesses, Cash,	A
	MCIEAST-MCB CAMLEJ-5822-		
SES	04	Daily Clerk Report	D
SES	DD-5800-09	DNA Registry	A
	EXEMPT-Law Enforcement	Domestic Animal Control-	
	and Physical Security	Stray/Nuisance/Bite	
SES	. Activities	Report	AR -
SES	DD-11320-01	Emergency Incident Response Report	AR
	MCIEAST-MCB CAMLEJ-		
SES	10570.1-01	Equine Infectious Anemia	A
SES	DD-11320-04	Fire Incident Reports	AR
		Fire Individual Training	
SES	DD-11320-01	Records	A
SES	MC-5102-02	Flash Mishap Report	AR
SES	DD-11320-04	Incident Reports	AR -
	EXEMPT-Law Enforcement		
	and Physical Security	Individual Correction	
SES	Activities	Records	A
	EXEMPT-Law Enforcement		
	and Physical Security	Individual Personnel	
SES	Activities	Records	A
	EXEMPT-Law Enforcement		
	and Physical Security	Individual Training	
SES	Activities	Records	A E
		Individuals	•
	COS-1640-02	Confined/Restrained &	A
SES		Released	
		Information Incident	
SES	DD-5102-01	Complaint Report's	AR
		Juvenile Incident	
SES	DD-5102-01	Complaint Report	AR
	EXEMPT-Law Enforcement		
	and Physical Security	Lost/Stolen Cellular	20
SES	Activities	Phone Report	AR
	EXEMPT-Law Enforcement	-	
	and Physical Security	Marine Corps Assistnace	
SES	Activities	to Civil Authorities	AR
,-		Military Protection	
SES	DD-1752-03	Orders	AR
	1	,	

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SES	EXEMPT-Law Enforcement and Physical Security Activities	NONCRIMINAL DAMAGE	AR
SES	EXEMPT-Law Enforcement and Physical Security Activities	Physical Security Survey	A
SES SES	EXEMPT-Law Enforcement and Physical Security Activities	Physical Security Survey After Action Report	Α «
353	DD-8370-01	Pistol Permit Letter	A
SES	DN-5214-01	Prisoner Medical/ Dental Records	A
SES	EXEMPT-Law Enforcement and Physical Security Activities	Serious Incident Report- Law Enforcement	A
525	DD-5800-09	Sex Offender Registry	A
SES	DD-5102-02	Traffic Accident - Regular, Simple, Facilty	\$** A
SES	DD-5800-09	Victim/Witness Records	A
SES	DD-5102-01	WEST Report	A
<u> </u>	DD-5800-09	VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP) REPORT	A
	DD-5800-09	Victim/Witness Records	A
	EXEMPT	Voluntary Statement	AR